

**BELLE ISLE STATE PARK
BEL AIR AREA
SPECIAL USE/EVENT GUIDELINES**

The Bel Air area is used primarily to provide overnight accommodations similar to lodges and cabins in other Virginia State Parks. However, the grounds and location make it an ideal location for special events and weddings. Listed below are some general guidelines for special events in the Bel Air area. A special use permit is required for activities other than normal overnight accommodations. This permit comes from Belle Isle State Park, not the Virginia State Park Reservation Center

Both the Guest House and Mansion must be rented for special events and weddings for the required minimum number of nights listed for that season.

A \$25.00 administrative special use permit fee is required to process special use requests. This fee should be returned with the special use permit application. Checks should be made payable to the "Treasurer of Virginia".

The number of overnight guests must not exceed that permitted by the Park and State Codes.

Smoking inside of the buildings is not permitted.

Guests are not guaranteed check in to the buildings earlier than 4:00 PM. If set up of tents or other equipment on the grounds is necessary it may be possible to begin by 10:30 AM the day of your arrival, but this must be approved by Park Staff prior to the day.

None of the furniture in the Mansion or Guest House may be taken outside.

Tents over 800 square feet in area (including those rented from private vendors) require that a building permit be issued by the Commonwealth of Virginia.

The park has some rental equipment. Tables, chairs, and tents of various sizes are available to rent. Please contact the park to get a list. **Payment for rental equipment must be made in full prior to setup.**

Quiet time for the area is 10:00PM. All outside guests (those not spending the night) must leave by that time.

It is in the best interest of the event applicant to acquire event insurance including liquor liability coverage if alcohol is provided. In some cases this can be added to your homeowner's policy.

Alcoholic beverages may be served (not sold) at the function. A banquet permit is required from the ABC Board and a copy must be given to the Park Staff at least one week prior to the event. Please give the ABC Board 2-3 weeks to process.

If more than 75 people are expected to attend the event, portajons must be rented by the applicant. The design load of the building restrooms is for that number. Additional people will overload the septic system.

Guests who are not spending the night at the Bel Air area will be charged a parking fee at the rate that is in effect on that day. Organizers can arrange for the park staff to keep a tally of the number of vehicles and make one payment after the event is over.

Vendors, such as caterers and rental companies, are required to have insurance of the type and amounts specified by the Commonwealth. A certificate of insurance shall be provided to the park in advance of the event. Parking fees at a commercial rate will be charged to the vendors. This fee can also be tallied by the park and charged to the organizer.

Mooring of boats at the dock is permitted during the event, however overnight mooring for those not spending the night in the buildings is not permitted.

Tents rented from the park must be paid for at least two (2) weeks in advance and we must have detailed instructions on where/how the tent should be located at least two (2) weeks prior to set-up.

The Bel Air area is provided "as is". Efforts to accommodate electrical, water, and other needs will be made, however there is no guarantee that they will be met, especially when the need exceeds the design.

* The Bel Air grounds and facilities are open for viewing by appointment only.

**The above are guidelines only. Each special use permit request is evaluated separately and conditions are determined from the information provided. Use of the area requires that both buildings be rented for the minimum reservation period in effect at the time of the desired date(s).

***Please wait for your approved special use permit from Belle Isle State Park prior to making arrangements with vendors, etc.

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